

Memorandum



Date: September 4, 2007

To: Honorable Chairman Bruno A. Barreiro
and Members, Board of County Commissioners

From: George M. Burgess
County Manager

Subject: Resolution Approving the Use of Surtax Funds for Various Purchase Orders Issued by Miami-Dade Transit (MDT) for Capital Improvements, Maintenance and Operations in Support of the People's Transportation Plan (PTP) for the Months of January, February and March 2007

Agenda Item No. 8(J)(1)(E)

RECOMMENDATION

It is recommended that the Board approve the attached resolution approving the use of Surtax Funds for various purchase orders issued by Miami-Dade Transit (MDT) for capital improvements, maintenance and operations in support of the expanded transit service provided as part of the People's Transportation Plan (PTP) for the months of January, February and March 2007. The Surtax will be charged only for that portion of the costs attributable to the PTP.

SCOPE

These contracts support MDT services countywide.

FISCAL IMPACT/FUNDING SOURCE

Purchase orders listed in Attachments A and B are part of MDT's operating and capital needs and are in both the Pro Forma and MDT's yearly budget.

For Attachment A, the Surtax will be charged only for that portion of the department's costs clearly attributable to the PTP as a result of the expanded service. For the months of January, February and March 2007, PTP services will represent approximately 29% of MDT expenditures for operations and maintenance. When this percentage is applied to the purchase orders in Attachment A, the total charge to the Surtax is approximately \$19,042.64.

The projects and small purchase order listed in Attachments A and B were carried out pursuant to either Exhibit 1 of the PTP or the subsequent Resolution No. R-1154-03, which amended Exhibit 1 of the PTP to include a listing of Miscellaneous Capital Improvement Projects. In accordance with this amendment, the full value of the purchase order in Attachment B, totaling \$9,100.00 will be charged to the Surtax.

TRACK RECORD/MONITOR

The manager responsible for purchase order administration is Tony Arroyo, Chief, MDT Materials Management.

BACKGROUND

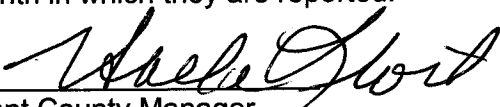
Attached are two lists of purchase orders (Attachments A and B) administered by MDT for capital improvements, maintenance and operations of various MDT facilities and general operational needs.

Attachment A is a listing of small purchase orders and are handled by distribution through an allocation model. As you know, this allocation model allows MDT to express its total operational costs in a "cost per mile" dollar figure for each of its four modes of transportation (Metrorail, Metromover, Metrobus and Special Transportation Services). This cost per mile indicates the "real cost" to the department, capturing all administrative, contract, labor and other departmental costs, to operate each mile of service run by the four modes that comprise our transit system. This allocation model provides a formula that has been used by MDT since the 1980's. While the specific model is not uniform throughout the country, it is a standard practice to arrive at a cost per mile per mode. It must be noted that this cost per mile is independent of the funding source; the cost per mile is the same for a new mile funded out of Surtax revenues vs. an existing mile funded out of the other MDT operating revenues. The formula was derived from a thorough review of MDT's total activities and assigns differing weights to the agency's expenditures. The allocation model assigns costs incurred by MDT as appropriate, charging either entirely to a single mode or distributing a cost across multiples modes. Once all direct and related costs for operating all modes are condensed into the allocation formula, the model determines a dollar figure that gives us a fully allocated cost for operating each mile by each mode. This "real" cost per mile does not distinguish between the various funding sources that contribute to MDT's budget. The cost per mile for each of the four modes can vary from year to year and is based on the department's approved budget for that year.

Listings in Attachment A support the needs of the entire department and are, therefore, necessary to also support the expanded operations associated with the implementation of the PTP to the extent that there is a direct correlation between the expenditure and the expanded service. Because of the mechanics of the distribution of these costs through the allocation formula, it is possible that the Surtax could be used towards payment for a portion as small as .001% of any one of these purchase orders. Although some of these purchase orders may not be paid for by Surtax funds at all, MDT was advised by the County Attorney's Office that it was preferable to compile this listing for Board and CITT approval in the event that the mechanics of the distribution of these costs at some point utilizes Surtax funds for these purchases. For the purchase orders listed in Attachment A, the Surtax will be charged only for that portion of the department's costs directly and clearly attributable to the PTP based on the expanded transit service.

The purchase orders in Attachment B differ from that of Attachment A. This project is carried out pursuant to either the original Exhibit 1 of the PTP (Ordinance No. 02-116) or Exhibit 1 as amended by Resolution No. R-1154-03, which amended the PTP to include a listing of Miscellaneous Capital Improvement Projects. For the project listed in Attachment B, MDT accessed the Equitable Distribution Program (EDP) Consultant Pool (approved by the Board through Resolution R-631-01 and later superseded by Resolution No. R-667-03) for design services for Metromover and Metrorail escalators. The EDP provides a process to equitably distribute architectural, engineering and landscape architectural (A/E) assignments for projects with an estimated construction cost of less than \$1 million. As is the case with the Miscellaneous Construction Contracts, the County used the EDP Contracts in order to expedite project implementation. These design and engineering services were a necessary component of the Metromover and Metrorail escalator replacement listed in resolution No. R-1154-03. Work Order No. 2 Rev. #1 for the installation of Metromover escalator covers and escalator replacement is due to the need to perform detailed underground utility survey to coordinate canopy foundations with underground utilities at the Government Center Station site. Additionally, a Community Work Force estimate was added to the scope of work, since this project is in a designated target area. In accordance with Exhibit 1 or Exhibit 1 as amended, the full value of the purchase order for Attachment B will be charged to the Surtax.

Please note that some line items included in these purchase order reports may include items procured for emergency events, which are ordered and received prior to the submittal of requisitions and preparation of purchase orders confirming the purchase. As a result, certain line items may cover purchases outside of the month in which they are reported.


Assistant County Manager

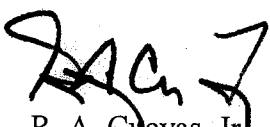


MEMORANDUM

(Revised)

TO: Honorable Chairman Bruno A. Barreiro
and Members, Board of County Commissioners

DATE: September 4, 2007

FROM: 
R. A. Cuevas, Jr.
County Attorney

SUBJECT: Agenda Item No. 8(J)(1)(E)

Please note any items checked.

_____ "4-Day Rule" ("3-Day Rule" for committees) applicable if raised

_____ 6 weeks required between first reading and public hearing

_____ 4 weeks notification to municipal officials required prior to public hearing

_____ Decreases revenues or increases expenditures without balancing budget

_____ Budget required

_____ Statement of fiscal impact required

_____ Bid waiver requiring County Manager's written recommendation

_____ Ordinance creating a new board requires detailed County Manager's report for public hearing

_____ Housekeeping item (no policy decision required)

_____ No committee review

Approved _____ Mayor

Agenda Item No. 8(J)(1)(E)

Veto _____

09-04-07

Override _____

RESOLUTION NO. _____

RESOLUTION APPROVING THE USE OF SURTAX FUNDS
FOR VARIOUS PURCHASE ORDERS ISSUED BY MIAMI-
DADE TRANSIT (MDT) FOR CAPITAL IMPROVEMENTS,
MAINTENANCE AND OPERATIONS IN SUPPORT OF THE
PEOPLE'S TRANSPORTATION PLAN (PTP) FOR THE
MONTHS OF JANUARY, FEBRUARY AND MARCH 2007

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board approves the use of Surtax Funds for various Purchase Orders issued by Miami-Dade Transit (MDT) for capital improvements, maintenance and operations in support of the People's Transportation Plan (PTP) for the months of January, February and March 2007, in substantially the form attached hereto and made a part hereof.

The foregoing resolution was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____ and upon being put to a vote, the vote was as follows:

Bruno A. Barreiro, Chairman
Barbara J. Jordan, Vice-Chairwoman

Jose "Pepe" Diaz
Carlos A. Gimenez
Joe A. Martinez
Dorrin D. Rolle
Katy Sorenson
Sen. Javier D. Souto

Audrey M. Edmonson
Sally A. Heyman
Dennis C. Moss
Natacha Seijas
Rebeca Sosa

The Chairperson thereupon declared the resolution duly passed and adopted this 4th day of September, 2007. This resolution shall become effective as follows: (1) ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board, and (2) either i) the Citizens' Independent Transportation Trust (CITT) has approved same, or ii) in response to the CITT's disapproval, the County Commission re-affirms its award by two-thirds (2/3) vote of the Commission's membership and such reaffirmation becomes final.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.



Bruce Libhaber

ATTACHMENT A
MIAMI-DADE TRANSIT
SMALL PURCHASE ORDER REPORT
For the Months of January, February and March 2007

ADPICS PO#	DATE	EAM Requisition	VENDOR	DESCRIPTION	TOTAL \$AMOUNT	DIVISION
POMT0700178	1/5/2007	58792	Numara Software Inc.	<p>Software premium care maintenance & support renewal</p> <p>Maintenance is required to maintain the computer software which tracks work orders and inventory controls for Miami-Dade Transit (MDT) in order to operate at peak performance. Additionally, it protects our investment by allowing needed upgrades for new product releases.</p> <p>As a result of the implementation of People's Transportation Plan (PTP), MDT has expanded the bus fleet, resulting in an increase for inventory controls for the revenue vehicles and creating a need for additional maintenance and support to MDT software.</p>	\$1,750.00	Information Technology Services
6 POMT0700230	1/16/2007	44313	Thermo Air Inc.	<p>Replacement of two 5-ton air conditioning units at the Metromover Maintenance building</p> <p>The A-C units are needed to maintain operations by keeping the train control operations center cool for the support equipment and MDT staff .</p> <p>As a result of the implementation of the PTP, additional staff were hired and additional technical equipment installed to operate and maintain the expanded revenue fleet and expanded hours of operations/miles. The expansion increased the usage of the in-place air conditioning units, creating heavy maintenance and repairs. As a result, MDT needed to upgrade the cooling system in the train control room by replacing the units that were beyond repair with these two upgraded and new 5-ton air conditioning units, both of which are required and needed to maintain the control operation center at an adequate temperature level.</p>	\$7,680.00	Facilities Maintenance

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ADPICS PO#	DATE	EAM Requisition	VENDOR	DESCRIPTION	TOTAL \$AMOUNT	DIVISION
POMT0700142	1/26/2007	63105	Courtesy Auto Supply Inc.	Paint, metallic, acrylic lacquer, (gallon) 5 @ \$227.05 ea. Interior and exterior paint are used by Metrobus and Metrorail Maintenance for ongoing repairs and maintenance to the revenue fleet on an as needed basis. As a result of the increase of the Metrobus fleet to support the implementation of the PTP, purchase of this commodity has increased in order to provide continuous repair and maintenance services.	\$1,135.25	Central Warehouse
POMT0700125 7	2/15/2007	57838	Executive Information Systems LLC	SAS/ACCESS Software for Personal Computers (Windows) This is for the purchase of ongoing licensing, support, and maintenance services required for the existing software systems for back-up and maintenance services used by MDT Information Technology Division As a result of the implementation PTP, MDT has increased the usage of the system, thus requiring increased maintenance and support to MDT software.	\$2,858.00	Information Technology Services
POMT0700210	2/15/2007	51730	M J Harrison Leasing Inc. DBA Harrison Crane Svcs.	Emergency rental of a mechanical crane As a direct result of the implementation of the PTP, MDT expanded Rail services. This has resulted in an increase in usage, routine maintenance and repair needed for the Metrorail vehicle tracks.	\$3,854.78	Track & Guideway Maintenance
POMT0700320	2/15/2007	60646	Hanna Marketing Inc.	Specialized security sealable plastic bags Specialized security sealable plastic bags are used by MDT Treasury Services to transport revenue collected from the revenue fleet. The bags are stocked in the warehouse and are issued on an as needed basis.	\$9,480.00	Finance-Treasury Services

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ADPICS PO#	DATE	EAM Requisition	VENDOR	DESCRIPTION	TOTAL \$AMOUNT	DIVISION
				MDT has extended miles and service hours, and developed new routes due to the purchase of more buses to better service the needs of the community. As a result, the need for additional Specialized security sealable plastic bags has also increased.		
POMT0700321	2/15/2007	62086	Ace Office Supplies	4 electronic time clocks at \$397.50 ea. These clocks are stocked in the warehouse, and issued on an as needed basis. These are employee payroll time clocks used by hourly-rate employees. As a result of the implementation of the PTP, MDT has increased staff.	\$1,590.00	Central Warehouse
POMT0700343 ∞	2/21/2007	58694	Kershaw Manufacturing Co. Inc.	Repairs of the air conditioner for Kershaw work train New air conditioner needed to be installed on a Rail revenue vehicle due to poor mechanical conditions and to ensure the comfort of the passengers. As a result of the implementation of the PTP, MDT has extended service hours.	\$2,850.00	Central Warehouse
POMT0700368 POMT0700371	3/5/2007	58686	National Ticket Company	Printed paper and thermal transfers These material/paper transfers are used for rail-to-bus transfers and for parking receipt issuance at all MDT stations. As a direct result of the implementation of the PTP, MDT expanded the bus fleet, increased the service miles and/or hours of operation for Bus and Rail services.	\$6,912.36	Finance - Treasury Services
POMT0700364	3/6/2007	58357	Papco Auto Parts South Inc.	6 Super BirdXPeller PRO at \$669.00 ea. To be installed as part of the program to control a pest and rodent infestation at all Metrobus Facilities and three Metrorail	\$4,014.00	Facilities Maintenance

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ADPICS PO#	DATE	EAM Requisition	VENDOR	DESCRIPTION	TOTAL \$AMOUNT	DIVISION
				Stations. As a direct result of the implementation of the PTP, MDT expanded the bus fleet, increase the service miles and and/or hours of operation for Bus and Rail services. This has resulted in an increase of Metrorail patrons and an increased need for more frequent infestation control efforts.		
POMT0700402	3/16/2007	62862	A-1 Modern Electronics DBA Dade Business Machines	Emergency cash register repair for the Government Center Kiosk The expansion of the bus fleet and increased fare purchase, as a result of the implementation of the PTP, has resulted in increased machine usage, requiring additional maintenance and repair services.	\$666.20	Transit Service Center
9 POMT0700423	3/23/2007	N/A	Aramark Uniform & Career Apparel DBA Aramark Uniform Services	Laundry service for Metrorail seat covers As a direct result of the implementation of the PTP, ridership has increased. MDT has purchased more buses and added new transportation routes. This has increased the frequency with which cleaning, disinfection and decontamination services are needed.	\$10,000.00	Inventory Purchases
POMT0700424	3/23/2007	N/A	Aramark Uniform & Career Apparel DBA Aramark Uniform Services	Rental/laundry service for MDT Bus Operators and Supervisors As a result of the implementation of the PTP, and the expansion of the bus fleet, additional operators and supervisors, the need for this commodity has increased.	\$10,000.00	Bus Maintenance
POMT0700435	3/30/2007	66960	Datastream Systems Inc.	Datastream technical support for the following products:	\$2,873.70	Information Technology Services

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ADPICS PO#	DATE	EAM Requisition	VENDOR	DESCRIPTION	TOTAL \$AMOUNT	DIVISION
				MP2 Access 2000 Server License US English MP2 Access 2000 MP2 Access 2000 Client Seats Support Duration: 4/16/07 to 4/15/08 This is for the annual renewal of ongoing support, and maintenance services required for the existing software systems utilized by MDT Information Technology Systems Service (ITSS). Support and maintenance services are needed by the computer mainframe and must be on-going to prevent and/or minimize down-time. The implementation of the PTP, has increased the hours of operations resulting in an increase and need for support and maintenance to MDT-ITSS mainframe systems.		
				TOTAL:	\$65,664.29	
				SURTAX PORTION (APPROXIMATELY 29%):	\$19,042.64	

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ATTACHEMENT B

MIAMI-DADE TRANSIT

PURCHASE ORDER REPORT – EQUITABLE DISTRIBUTION PROGRAM (EDP) PEOPLE'S TRANSPORTATION PLAN -100% SURTAX FUNDED PROJECT FEBRUARY 2007

WORK ORDER #	DATE	REQ NO	VENDOR	DESCRIPTION	TOTAL \$AMOUNT	DIVISION
EDP-MT-SR-TR05-MV5 =	02/5/2007	N/A	H.J. ROSS ASSOCIATES, INC.	DESIGN SERVICES FOR THE METROMOVER ESCALATOR COVERS AND ESCALATOR REPLACEMENT *Please note that this project is funded in part by a Joint Participation Agreement (JPA) with the Florida Department of Transportation (FDOT), approved by the Board through Resolution No. R-421-06. Therefore, half of the eligible total project costs will be reimbursed by the State once all charges are processed by FDOT.	\$9,100.00	MDT PLANNING & ENGINEERING
				TOTAL AMOUNT (100% SURTAX FUNDED PROJECTS):	\$9,100.00	



WORK ORDER for PROFESSIONAL SERVICES

 WORK ORDER No. 2 Rev. #1 (1-22-07)
TO: H.J. Ross Associates, Inc.

DATE:

April 21, 2006

FOR: Installation of Metromover Escalator Covers and Escalator Replacement

CONSULTANT CONTRACT No.

EDP-MT-SR-TR05-MV5

SCOPE OF WORK:

In accordance with terms and conditions of the Professional Services Agreement as approved by the County Manager on May 17th, 2004 as part of the **Equitable Distribution Pool**, you are authorized to provide professional services to Miami-Dade Transit Design and Engineering Division for the preparation of a complete set of biddable construction documents for the Escalator Replacement project, and Government Center Canopy Extension to the bus stop along NW 1 st Street.

The scope of work for this assignment is detailed in the attached proposal issued by H.J. Ross and Associates, Inc, dated August 5, 2005 and includes: the preparation of a complete set of biddable construction documents including construction plans, technical specifications, and design services during construction and construction cost estimates to include the Escalator Replacement project and Government Center Canopy Extension with the Outside Escalator Covers project. Also included is all the necessary coordination with Miami-Dade Public Works, Miami-Dade Transit (MDT) and all the appropriate permitting agencies. This Work Order compliments H.J. Ross Associates, Inc. Work Order No. 3 Revision 2, dated November 8, 2003 issued through MDT's miscellaneous Professional Services Agreement (PSA), contract TA-00-TPS-12, that provided design services for the Outside Escalator Covers.

Revision #1-To perform underground utility survey to coordinate canopy foundations with underground utilities at Government Center. H.J. Ross Associates, Inc. provided three quotes for the Utility Survey: Avino & Associates for \$2,900.00 ; J. Bonfill & Associates Inc. for \$3,660.00 and Consultech Surveying and Mapping for \$6,150.00. MDT selected Avino & Associates for \$2,900.00. The project is in a Community Workforce Program (CWP) Designated Target Area (DTA) and requires a labor estimate by trades. The detailed estimate was not part of the original scope of work.

Lump Sum:	Original	Revision #1	Total
Design Services	\$85,250.00		\$85,250.00
Post-Design Services	\$24,780.00		\$24,780.00
Asbestos Survey	\$960.00		\$960.00
Reimbursable:			\$0.00
Expenses	\$2,000.00		\$2,000.00
Underground Utility Survey		\$2,900.00	\$2,900.00
Labor Force Estimate		\$6,200.00	\$6,200.00
Total	\$112,990.00	\$9,100.00	\$122,090.00

COMPLETION SCHEDULE:

Design Services: 110 Days after NTP

	YES	NO
ARE PTP FUNDS INCLUDED?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ARE STATE FUNDS INCLUDED?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

 FM No. 41465219401 JPA No. 41465219401
MAXIMUM COMPENSATION: \$122,090.00

FUNDS AVAILABLE: _____

INDEX CODE: MTESCVREAPTY DC

SUB-OBJECT: _____

GRANT: _____

PROJECT: _____

Albert Urrechaga Jan 23/07
Alberto Urrechaga, P.E. Project Manager (MDT) DATE

Isabel Padron 1-23-07
Isabel Padron, P.E. Division Chief (MDT) DATE

Albert A. Hernandez 1/31/07
Albert A. Hernandez, P.E., Deputy Director, (MDT) DATE

I agree to perform the work described in the scope of work in accordance with all applicable codes, regulations and laws and in accordance with the contract.

Work Order Accepted by Consultant

Date

1350 S.W. 57th AVENUE
SUITE 207
WEST MIAMI, FLORIDA 33144
TEL. 305.265.5030
FAX. 305.265.5033
E-MAIL. avino@avinoandassociates.com

FB 0005098
LB 0005098



August 3, 2006

Mr. Mariano Valle, P.E.
T.Y. Lin International / H.J. Ross
201 Alhambra Circle
Suite 900
Coral Gables, Florida 33134

RE: MDT GOVERNMENT CENTER SPECIFIC PURPOSE SURVEY

Dear Mr. Valle:

Aviño & Associates, Inc. (A&A) is pleased to submit this fee proposal to provide Professional Services for the referenced project.

The attached Exhibit "A" entitled *Scope of Work* describes our proposed work scope for this project. We propose to accomplish this work for a **Lump Sum Fee of \$2,900.**

We look forward to working with you on this project and should you have any questions, please do not hesitate to call me.

Sincerely,

AVINO & ASSOCIATES, INC.

Jorge R. Aviño, PE, PSM
President

ACCEPTED:

DATE:

EXHIBIT 'A'

SCOPE OF WORK

1. DESCRIPTION OF THE PROJECT

The Client has identified the need for new canopies located at the Miami-Dade County Government Center in the City of Miami.

2. SCOPE OF WORK TO BE PERFORMED BY AVINO & ASSOCIATES, INC.

- Topographic Specific Purpose Survey for an area to be surveyed and mapped of approximately 200'± x 300'± situated at the Miami-Dade County Government Center.
- Location of all above ground visible utilities.
- Invert Elevations of all drainage structures and/or other structures.
- Grid elevations at 25' intervals.

3. ITEMS TO BE PROVIDED TO A&A

- Site Plan showing the proposed improvements in AutoCAD electronic format.

4. ITEMS NOT INCLUDED

- All reproduction of plans.
- Underground utilities locations.

5. DELIVERABLES

- A&A will prepare the drawings outlined above in Section 2 and delivered in AutoCAD Digital format.
- Two (2) signed and sealed sets of the survey.

6. ADDITIONAL SERVICES

- Additional services not specifically described under Scope of Work will be performed by A&A upon approval by the client. This work will be billed at our standard hourly rates for the job classification doing said work.

7. SCHEDULE OF SERVICES

- A&A will commence upon receipt of the notice to proceed and the necessary information mentioned above. We will provide our services in a manner to meet your overall deliverable schedule.

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TYLIN INTERNATIONAL | HJ ROSS

engineers | planners | scientists

January 17, 2007

Mr. Orlando Capote
Project Manager
Miami Dade Transit
111 N.W. 1st Street, Suite 1510
Miami, Florida 33128

RE: MDTA Canopy Replacement and Escalator Replacement, Work Force Estimate

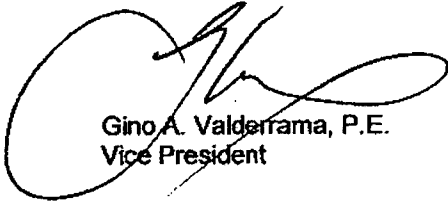
Dear Mr. Capote:

We are pleased to submit this proposal to provide probable work force estimating services.

The Scope of Work is based on our meeting regarding this subject and the sample forms you provided. The work force estimates will include break down per discipline and task. Fees for these services are \$6,200.00

We trust you will find this proposal acceptable and look forward to continuing to working with you on this important project. We thank you for the opportunity to be of service. If you have any additional questions, please do not hesitate to contact me at (305) 567-1888 ext. 248.

Sincerely



Gino A. Valderfama, P.E.
Vice President

